



***Land for life.
Nature for all.***

Conservation Records Coordinator

Natural Lands, a vibrant, regional, nonprofit organization and leader in land conservation, natural resource stewardship, and public engagement, seeks a Conservation Records Coordinator to join our team.

Since the early 1950s, Natural Lands has saved open space, cared for nature, and connected people to the outdoors in eastern Pennsylvania and southern New Jersey. Today, the organization is one of the nation's largest regional land conservancies and is widely respected for its record of success, technical expertise, respectful and creative approach to partnerships, fiscal strength, and integrity.

Over the course of its nearly 70-year history, Natural Lands has helped preserve more than 125,000 acres. It owns and stewards 43 nature preserves and one public garden across two states and 13 counties. These 23,000 acres include many of the most spectacular and diverse properties in the region, which are enjoyed by more than 125,000 visitors annually.

Natural Lands seeks to hire great people from a wide variety of backgrounds, not only because it's the right thing to do, but because it makes our organization stronger. We aim to build a workplace where employees feel empowered to be their full, authentic selves. We welcome you to explore a career at Natural Lands.

Job Summary:

The Conservation Records Coordinator works closely with the land protection project managers and conservation easement program staff to provide administrative support during all phases of land protection projects and conservation easement administration. Collects and organizes all real estate related information (paper and electronic) in accordance with Land Trust Alliance (LTA) standards and maintains the land protection and conservation easement database. Will be expected to perform work requiring a high degree of accuracy and strong organizational skills.

Qualifications:

- Associate's degree with three years' work experience with real estate transactions (e.g. land trust, title agency, real estate office, or related), Bachelor's degree a plus;
- Demonstrated ability to organize complex data;
- Detail-oriented individual with exceptional organizational skills, ability to handle multiple projects simultaneously and with a high degree of accuracy;
- Strong computer skills, proficient in MS Excel and Word;
- Ability to adapt quickly to a changing environment and require minimal guidance; o Demonstrated problem solving and communication skills
- Ability to work productively in a team environment;
- Highly motivated, responsible, reliable and dependable;
- Exceptional internal and external customer service skills;
- Flexible when dealing with changes in work plans;
- Database experience preferred, ability to learn specific database software and to analyze and utilize database information (Landscape a plus);
- Knowledge of and experience with Land Trust Stan Knowledge of and experience with Land Trust Standards and Practices is a plus;

- Valid driver's license and reliable transportation.

Natural Lands is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.

TO APPLY: visit our website at <https://natlands.org/everything-else/careers/job-openings/> and complete the online application process. Please address all applications to Kelsey L. Gvozdich, Esq., Human Resources Generalist.